

### Contra Costa County RFQ #1307-026 for

**Data Collection and Program Evaluation Services for AB 109 Program** 

#### **Questions from the Responders Conference on August 21, 2013**

Answer:	No, since AB 109 is post-sentencing and currently does not engage clients in the
	Drug Court program. We do not currently have a Reentry Court in Contra Costa
	County.

Question 2: Is there a possibility of jail expansion and, if so, how would that change the scope of work?

# Answer: We would like to establish a baseline of data before AB 109 went into effect and projections going forward. The consultant's role will include establishing benchmarks to examine key decision making points as well as evaluation of program effectiveness before the CCP would likely be comfortable making the decision to expand the jail facilities.

Question 2b: So you would be looking for a recommendation about whether to do that (jail expansion)?

Answer:	No. Instead, we are looking to access and analyze data to assist us with
	programming decisions.

Question 3: Are you suggesting that researchers would be able to develop evaluation designs and do a pilot version with implementation to follow or do you want implementation?

## Answer: It's a question of timing. We want the consultant to tell us what is possible to deliver in the 8 month contract timeframe and what else would be required in terms of resources to deliver the program of services we desire.

Question 3b. So if a consultant couldn't complete a complete evaluation, they wouldn't be disqualified for that?

Answer: No.

Question 4. Can you talk about the Case Management System (CMS) partners and why there isn't an integrated system and how that would work with (Desired Outcome) #9?

[9. Assessment and recommendations related to options for data infrastructures and web-based Constituent Relationship Management (CRM) and Case Management System (CMS) platforms]

#### Answer:

The Probation Department and the District Attorney's Office are currently in the process of procuring new CMS platforms that are not from the same vendor and may not allow for linking of the data systems. The process to select new CMS systems for these departments pre-dated the AB 109 program and is already in testing and development. The consultant for this project would not be expected to make recommendations on the selection of CMS platforms. However, the consultant would be expected to make recommendations relative to the utilization of the selected platforms for AB 109 data and program evaluation needs and also regarding additional platforms that would allow for more robust data and information sharing among the agencies and community providers.

#### Question 5: How far back does your current data go?

#### Answer:

It depends on the agency the data is being collected from. The consultant would be expected to do a survey of the relevant data in each agency and recommend a timeframe for the purpose of establishing a baseline.

Question 6: Data integration issue... to what extent is data to be shared, given issues of confidentiality?

#### Answer:

We are hoping for the maximum of amount of data sharing possible, given issues of resource limitation and confidentiality. Infrastructure design would be expected to provide password-protected access, tailored for various levels of users. The consultant should demonstrate knowledge of existing federal and state law and policy that impacts data sharing among stakeholders including proposed solutions based upon past experience.

#### Question 7: Is there a list of the stakeholders anywhere?

#### Answer:

The stakeholders include the Board of Supervisors, the Public Protection Committee of the Board of Supervisors, the Community Corrections Partnership, the Community Advisory Board, the Data and Evaluation Committee, the AB 109 service providers, and the public.

- Question 8: a. Is there an expectation that a data dashboard would be developed in multiple languages?
  - b. Who are the key stakeholders in the data dashboard?
  - c. How many users would be expected to utilize a data dashboard?

d. And what is the expectation about how customizable it would be?

#### Answer:

There is not a requirement that the data dashboard be developed in multiple languages but it may be a desired outcome. The key stakeholders in the data dashboard would include the Department Heads engaged in AB 109 work, the AB 109 service providers, the Community Advisory Board, the Data and Evaluation Committee, the Board of Supervisors, and the public. Likely no more than 200 users of the dashboard; likely no more than 50 users with access to make changes. Expectation of initial support and roll out with vendor engagement. The County goal would be to manage the dashboard internally over time with limited support, if needed.

Question 9: Is it possible to submit for just some activities and not full scope?

#### Answer:

Yes, it is possible to submit a response that applies for only certain services. The County could potentially award multiple contracts to achieve all proposed services. Responders may submit collaborative proposals that define the array of services to be provided and that articulate the roles and responsibilities among the proposed providers.

Question 10: What are the expected deliverables for the first 8 months?

#### Answer:

The expectation is that in the first 8 months the consultant would conduct a data assessment, identify and develop baseline data, propose shared definitions for key terms, provide analysis of data coming from department and agencies, and develop a set of recommendations (both immediate and phased). This is a comprehensive and ambitious program, so the consultant would essentially propose what could be accomplished in 8 months. We are looking to the program proposer to outline the steps necessary to achieve the overall data collection and evaluation program. This is not a prescribed process, but a roll-out of a multi-year process.

#### Written Ouestions Received:

Question 1: Is there an incumbent vendor currently providing these services to the County?

Answer:	No, there is no vendor currently under contract with the County to provide data
	collection and program evaluation services for AB 109.

Question 2: Was there a previous vendor who assisted the County with the RFQ requirements?

Answer:	No. The County has not contracted with any vendor for services related to the
	development of the RFQ

Question 3: Is the County looking for one consultant to provide the services or would they consider a team approach?

#### Answer:

As the RFQ specifies: "Development of a comprehensive data and evaluation program may involve several phases of work; these phases may be undertaken by one or more consultants and may be implemented simultaneously or sequentially, as appropriate. (p. 20)" In addition, on page 23: "C. If you anticipate using subcontractors or partners, explain the proposed scope and costs anticipated for their services." So it is contemplated that a team approach may be utilized.

Question 4:

Is it acceptable to apply only for the data systems piece or the evaluation planning piece of the RFP? If so, can the County offer any guidance on what the budget allocation might be for evaluation vs. data systems analysis and recommendations?

Answer:

Yes, it would be acceptable to submit a response that addresses qualifications to provide only one aspect of the desired program of services. No guidance can be provided on budget allocations, however, as it would be dependent, in part, on the responses the County receives.

Question 5: Can the County provide a snapshot of what reentry related data is currently being collected by county agencies and service providers?

#### Answer:

Probation Department is currently collecting information about to the number of active and pending clients (active PRCS, Pending PRCS, Active 1170(h), Pending 1170(h)); number of technical violations; number of law violations; number of flash incarcerations; number of revocations; exit status; and the status of clients maintaining sobriety, housing, working full-time, working part-time, referred for Medi-Cal, completing Clean Slate. Sheriff's Office is collecting information about the number of current parole violators in custody; the number of AB 109 commitments; the number of Parole Violators/State Commitments per Facility; <u>Public Defender</u> is collecting information about the Clean Slate and Arraignment Court Early Representation (ACER) Programs: number of clients served (in custody felony and misdemeanor), number OR'ed at arraignment, number of cases resolved. Health Services Behavioral Health Division is collecting a substantial amount of information as well for their services delivered by the Forensic Team including Alcohol and Other Drug Services, Mental Health Services, Shelter Services, and Benefits Services. This information includes the number of referred, screenings conducted, referred to treatment, discharges, reason for discharge, average length of stay before completion or discharge, discharge destination, reason for leaving, number of enrollments, application status, number of cases approved, denied, pending, and ineligible.

Service providers are required to collect information about program outcomes; number of referrals received from Probation and number of participants participating in the program; number of participants exiting the program; any other data or information as determined and requested by the CAO.

The above represents only a <u>partial account</u> of the data currently being collected by County departments and community service providers. For additional information, please refer to the Community Corrections Partnership page on the County's website: <a href="http://www.cccounty.us/index.aspx?nid=3113">http://www.cccounty.us/index.aspx?nid=3113</a>.

Question 6: Forms 1-3 ask for the signature of the Board President or equivalent in addition to the Executive Director. For-profit organizations do not necessarily have a board of directors. We assume this would be marked not applicable, and that the signature of our company President would be sufficient. Is this correct?

Answer:	Yes, that is correct.
·	

Question 7: Can the County publish a summary of the Responder Conference RSVP page submissions it received to share who attended the pre-bid conference call?

Answer: No, the County will not be publishing a summary of the Responder Conference RSVPs it received.

Question 8: Is a full project plan required as part of the RFQ "Approach to the Scope of Work" response or just a statement of planned activities?

Answer: A full project plan is not required as part of the "Approach to the Scope of Work," but it would be helpful.

Question 9: Can the County provide an estimate of the number of data systems the contractor will need to work with in order to meet the statistical/performance indicator objectives of the program?

Answer: 8 to 10. For County agencies we have 7 data systems (Probation, Courts, Public Defender, District Attorney, Sheriff, Health Services, Behavioral Health Division, which has both HMIS and a proprietary system). We also want to incorporate at least some review of the CBO data systems, and we have currently contracted with 4 service providers.

Question 10: Is there an existing contractor/consultant who has helped the County create the RFQ or define program requirements? If so, can the County disclose the business name of the contractor?

Answer:	No, there is not an existing contractor/consultant who has helped the County
	create the RFQ or define the program requirements.
Question 11:	Will all the Probation Department data for AB 109 clients be automated?
Answer:	There may be some data that is not currently being collected in existing databases by Probation. Part of the scope of work for the Data and Evaluation program will include defining necessary data points that will be added to the new CMS that will be in development during the contract period.
Question 12:	Will data from service providers, other public agencies, and others who can provide data also be automated? Was a template provided for the data collection?
Answer:	A template for data collection has not been provided. This is intended to be part of the scope of work for which the consultant will offer recommendations.
Question 13:	Will someone from CCC be a guide or coordinator for identifying key persons to interview from public agencies as well as community organizations and individuals who represent community input?
Answer:	Yes. The County's Reentry Coordinator and the CAO's Senior Deputy County Administrator will provide this assistance.
Question 14:	The contract period of November 1, 2013 to June 30, 2014 would seem to not allow enough time for an outcome evaluation, especially for some interventions that begin in January of 2014, or examining the results of implementing pretrial services. Will extending the time of the contract to conduct an outcome evaluation with a large enough N and enough time for interventions to obtain clear results be a possibility?
Answer:	Yes.
1	